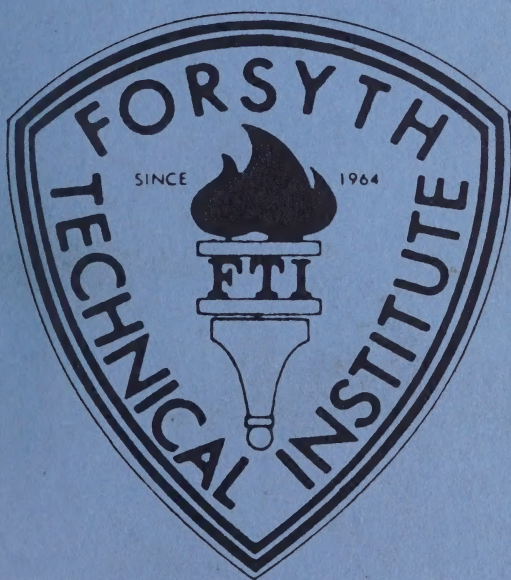


*Student
handbook*

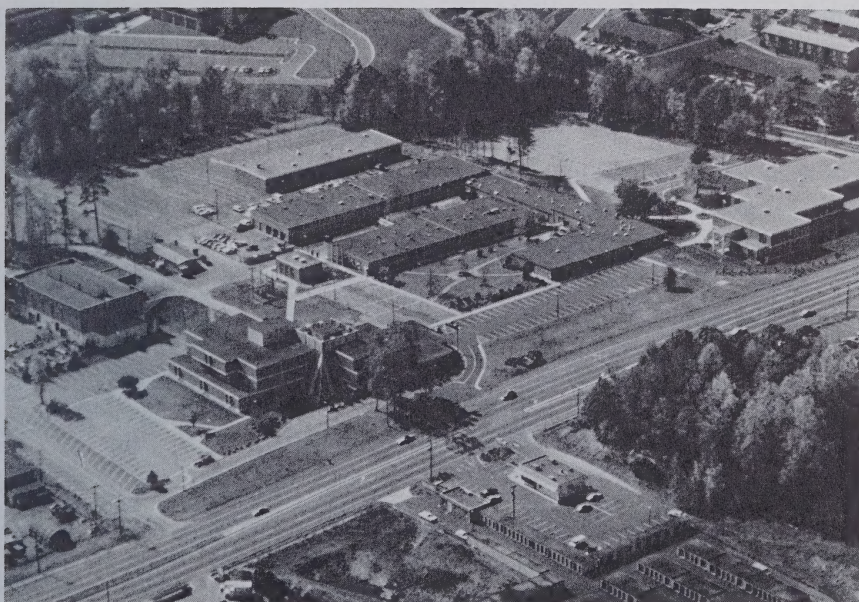
1980 — 1981



2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

Student handbook . . .

1980 — 1981



Forsyth Technical Institute
2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103
Telephone: 723-0371

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Welcome

Welcome to Forsyth Tech.

As you begin this new school year, you are joining an evergrowing group of concerned men and women of all ages and interests who share a common goal: To achieve the skills and knowledge for self-improvement or self-fulfillment in order to become a responsible and productive citizen in the community.

Our main purpose is to create an atmosphere that will help you achieve this goal. We want you to gain all the benefits possible from your association with your fellow students, the faculty and the staff.

When you, our students, develop keen minds, useful skills, and responsible attitudes through a meaningful association with our college community, our purpose is realized.

We welcome you to the enriching experiences that are in store for you this year, and we offer you the hand of friendship which says we're glad you're here.

HISTORY AND PURPOSE

Forsyth Technical Institute can trace its beginning to early adult and high school vocational courses which were available in Winston-Salem. In 1958, a Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959, and the first adult classes were begun in October of 1960. In 1963, a third building was constructed, and new technical programs were added. That same year the North Carolina Legislature passed the Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Education Centers. In January, 1964, the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County Schools to a local Board of Trustees who govern the Institute following policies established by the State Board of Education and the State Department of Community Colleges.

The purpose of Forsyth Technical Institute is to prepare people for gainful employment and effective community membership. The major objective of the curriculum programs is to develop within the student a vocational or technical proficiency to meet the expanding advances in industry, business, and health occupations. The Institute is also dedicated to the concept of continuing education through the Adult Continuing Education Program directed toward self improvement in cultural, avocational, and vocational pursuits.

The course of study at Forsyth Technical Institute seeks to attain the stated purpose of the institution by:

- (1) providing effective teaching to all who enroll;
- (2) providing educational opportunities for adults who discontinued their formal training before mastering the basic skills in general education;
- (3) providing vocational training for students who are preparing to enter skilled trades;
- (4) providing technical training for those persons wishing to enter the more highly skilled occupations in business, industry, and health service;
- (5) providing technical, vocational, and enrichment courses on a part-time basis for adults now employed.

Forsyth Technical Institute is an equal opportunity educational institution operating under the Open Door Policy of the Department of Community Colleges and in compliance with the Civil Rights Act of 1964. No qualified person shall, on the grounds of sex, race, color, creed, national origin, marital status, handicap, or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

LOCAL ADVISORY COMMITTEES

Each program of study at Forsyth Technical Institute has its own advisory committee. The committees are composed of representatives of local businesses, industries, education and community organizations.

The advisory committees provide the necessary contact between the Institute and the community in an effort to maintain current and relevant programs of instruction to meet the needs of the community.

ACCREDITATION

Forsyth Technical Institute is accredited by the Southern Association of Colleges and Schools, and is approved by the North Carolina State Board of Education.

Electronics Engineering Technology, Manufacturing Engineering Technology, and Mechanical Drafting and Design Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).

The Associate Degree Nursing program and the Practical Nurse Education program are accredited by the North Carolina State Board of Nursing and the Allied Health programs are accredited by the American Medical Association through the committee on Allied Health Education and Accreditation.

The Institute is a member in good standing of the American Association of Community and Junior Colleges.

What can I study at Forsyth Tech?

PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

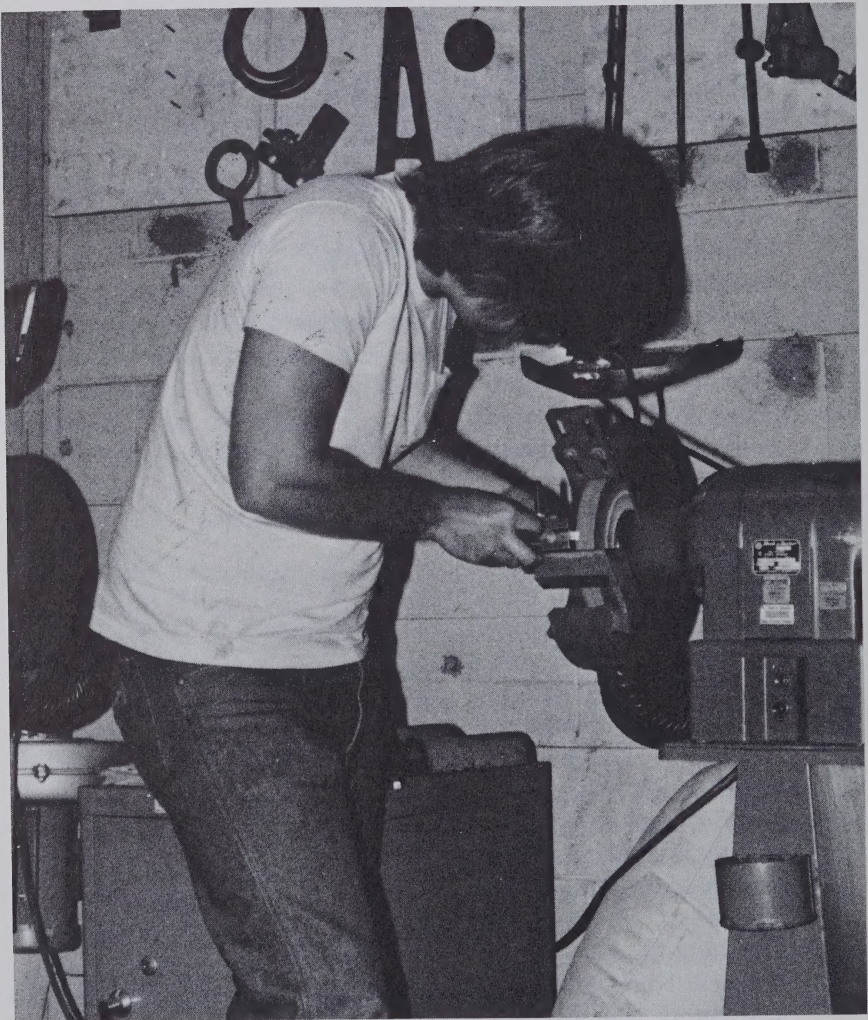
Architectural Technology
Associate Degree Nursing
Banking and Finance
Business Administration
 Accounting Option
Early Childhood Specialist
Electronic Data Processing (Business)
Electronics Engineering Technology
Executive Secretarial Science
Executive Secretarial Science — Machine Transcription Option
Industrial Management Technology
Manufacturing Engineering Technology
Marketing and Retailing
Mechanical Drafting and Design Engineering Technology
Nuclear Medicine Technology
Ornamental Horticulture
Police Science Technology
Radiologic Technology
Real Estate
Respiratory Therapy Technology — Technologist

DIPLOMA PROGRAMS

Air Conditioning, Refrigeration and Heating
Automotive Body Repair
Automotive Mechanics
Building Trades Drafting
Carpentry
Diesel Truck Maintenance and Repair
Electrical Installation
Electronic Servicing
Graphic Arts (Printing)
Machinist
Plumbing
Practical Nurse Education
Respiratory Therapy Technology — Technician
Welding and Metal Fabrication

ADULT EDUCATION

Adult Basic Education
Adult High School Program
General Adult Enrichment Program
Comprehensive Employment and Training Act Program
New and Expanding Industry Training Programs
Special Seminars and Workshops
Management Development Training
Vocational-Technical Extension Programs



So I'm here . . . what next?

REGISTRATION

The Institute operates on the quarter system. Each quarter is eleven weeks in length and students who are pursuing diploma or degree programs must register at the beginning of each quarter. All students are expected to register during the time set aside for that purpose. Registration dates are listed in the calendar for the academic year.

Tuition and fees must be paid on the day of registration.

LATE REGISTRATION AND SCHEDULE CHANGES

All registration for a class is closed after the fourth class day. A student may register late through the fourth class meeting date providing:

1. That the class is not cancelled or closed.
2. That the student has the consent of his advisor and the Office of Student Services and has met admissions and prerequisite requirements.
3. That the student pay a \$5.00 late registration fee in full at the time of late registration unless he registers late at the request of the Institute.

All class schedule changes must be approved by the student's advisor and notification of such changes submitted to the Records Office.

PRE-REGISTRATION

The pre-registration period for continuing students is held during the latter part of each quarter. During this period, each continuing student is expected to meet with his advisor to determine his schedule of courses for the upcoming quarter. Any questions arising during this pre-registration period concerning transfer credit for course(s) should be directed to the Records Office.

ORIENTATION

All new full-time students are expected to participate in an orientation program conducted by members of the faculty, staff or student government. Part-time students are urged to participate also. The purpose of orientation is to acquaint the student with the administrative personnel, faculty, and student leaders. The regulations, policies and privileges of the Institute as set forth in the catalogue are discussed and interpreted.

When do I go to class?

Academic Calendar 1980-81

FALL QUARTER — August 25, 1980-November 14, 1980

August 25	Orientation for Faculty (FWD)
August 26 & 27	Registration and Orientation for Students (FWD'S)
August 28	First Day of Classes
September 1	Labor Day Holiday (1)*
September 2	Classes Resume
September 3	Last Day to Add/Drop Classes
November 13	Last Day of Classes
November 14	Grade Posting (FWD)

WINTER QUARTER — November 17, 1980-February 20, 1981

November 17	Faculty Work Day (FWD)
November 18 & 19	Registration (FWD's)
November 20	First Day of Classes
November 25	Last Day to Add/Drop Classes
November 27 & 28	Thanksgiving Holidays (2)
December 23	Christmas Holidays to Begin at Close of School Day
December 24-26	Holidays (3)
December 29-30	Staff & Faculty Work Days
December 31 & January 1	Holidays
January 2	Faculty Work Day (FWD)
January 5	Classes Resume
February 18	Last Day of Classes
February 19	Grade Posting
February 20	Faculty Work Day

SPRING QUARTER — February 23, 1981-May 15, 1981

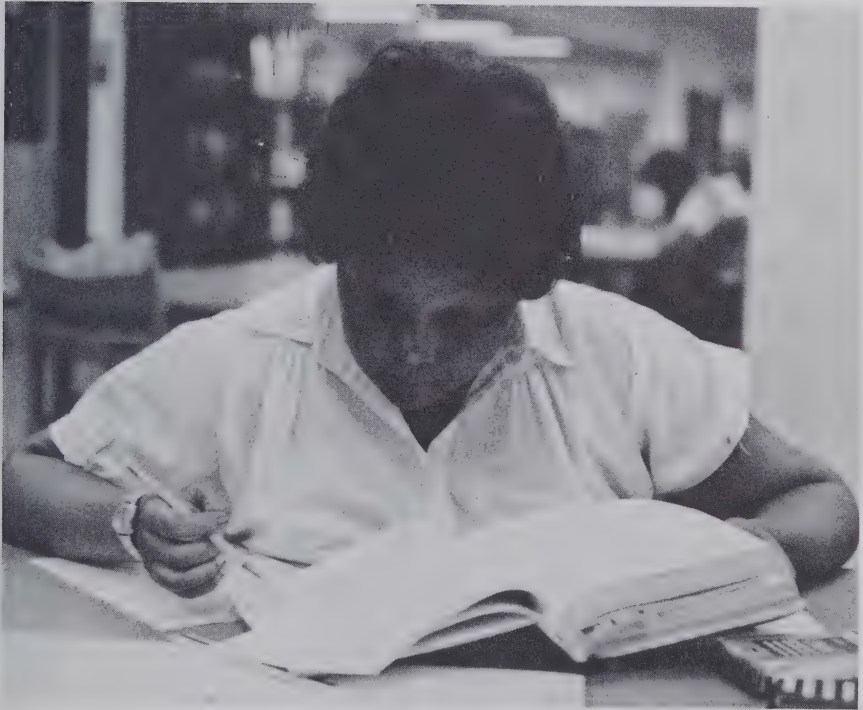
February 23 & 24	Registration (FWD'S)
February 25	First Day of Classes
February 27	Last Day to Add/Drop Classes
April 17	Easter Holidays to Begin at Close of School Day
April 20	Easter Monday Holiday (1)*
April 21	Classes Resume
May 12	Last Day of Classes
May 13	Grade Posting (FWD)
May 14	(FWD)
May 15	Graduation (FWD)

SUMMER QUARTER — May 18, 1981-August 21, 1981

May 18 & 19	Registration (FWD)
May 20	First Day of Classes
May 25	Last Day to Add/Drop Classes
July 3	Independence Day Holiday (1)*
July 6	Classes Resume
August 5	Last Day of Classes
August 6	Grade Posting (FWD)
August 7	Graduation (FWD)
August 10-21	(10 days — available for annual leave)

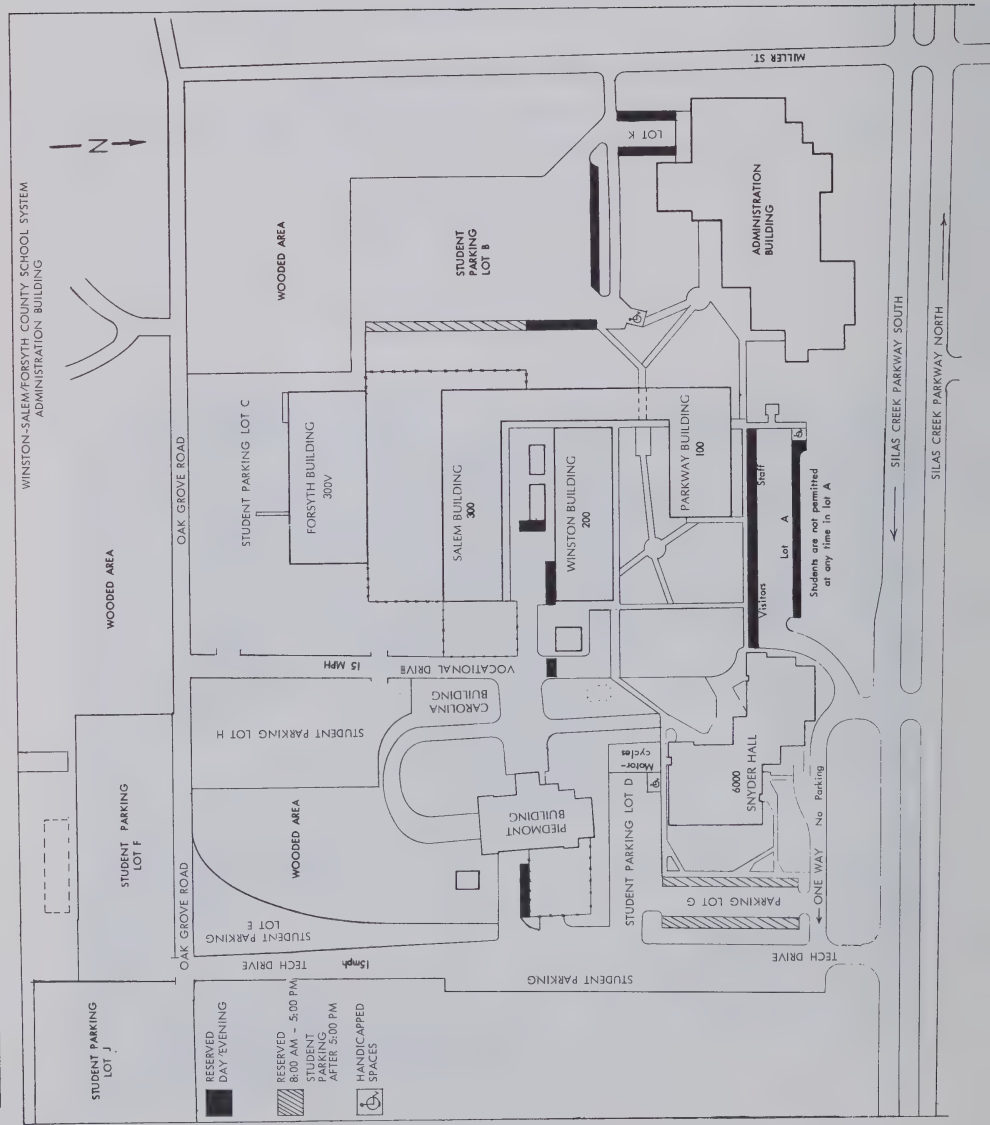
SPECIAL SUMMER SESSION (Dates To Be Announced)

- Notes: 1)*Indicate holidays for Faculty and Staff (10 per year). School is closed.
2)FWD — Faculty Work Day (8 hours) — available for annual leave with approval of supervisor.



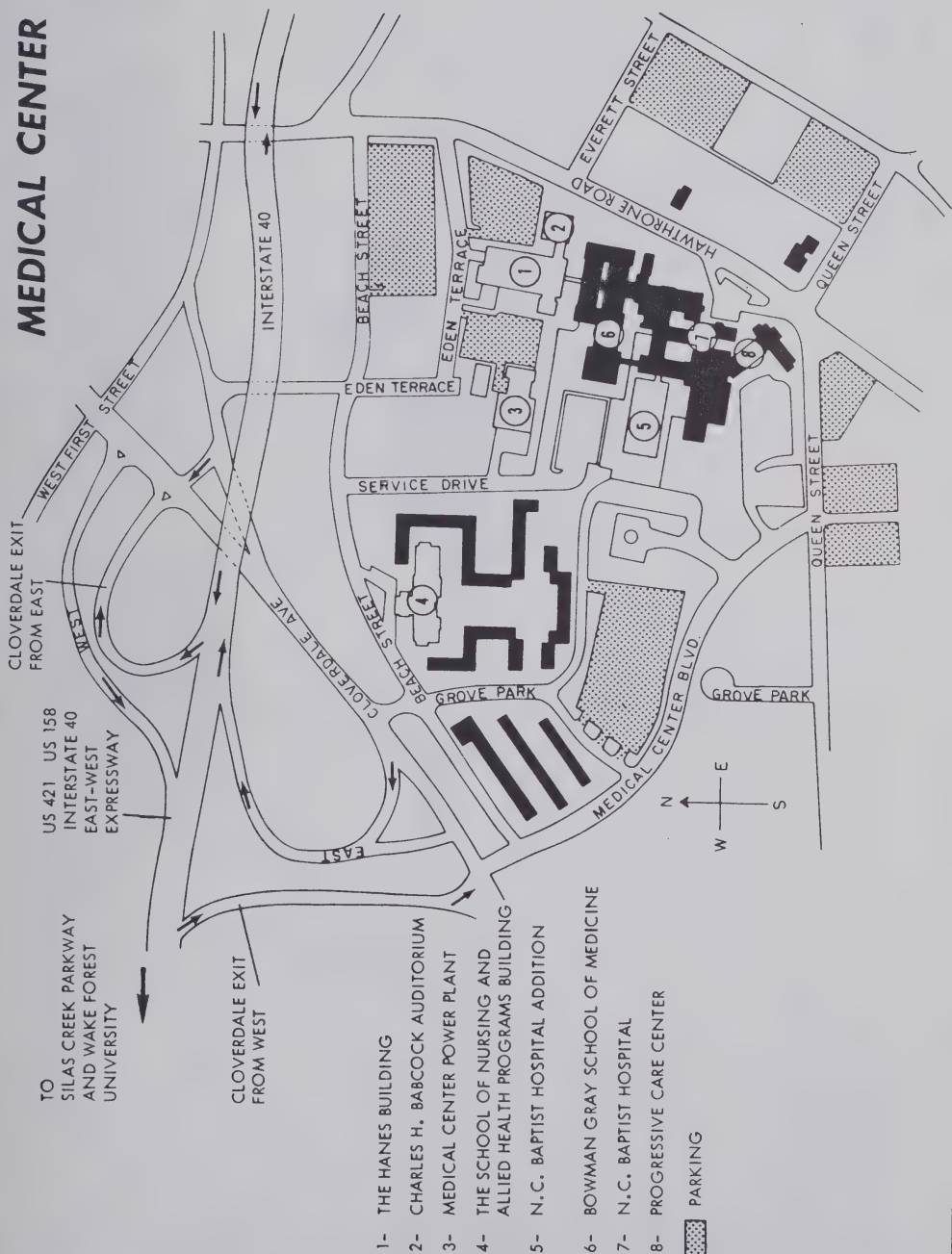
Where

MAIN CAMPUS

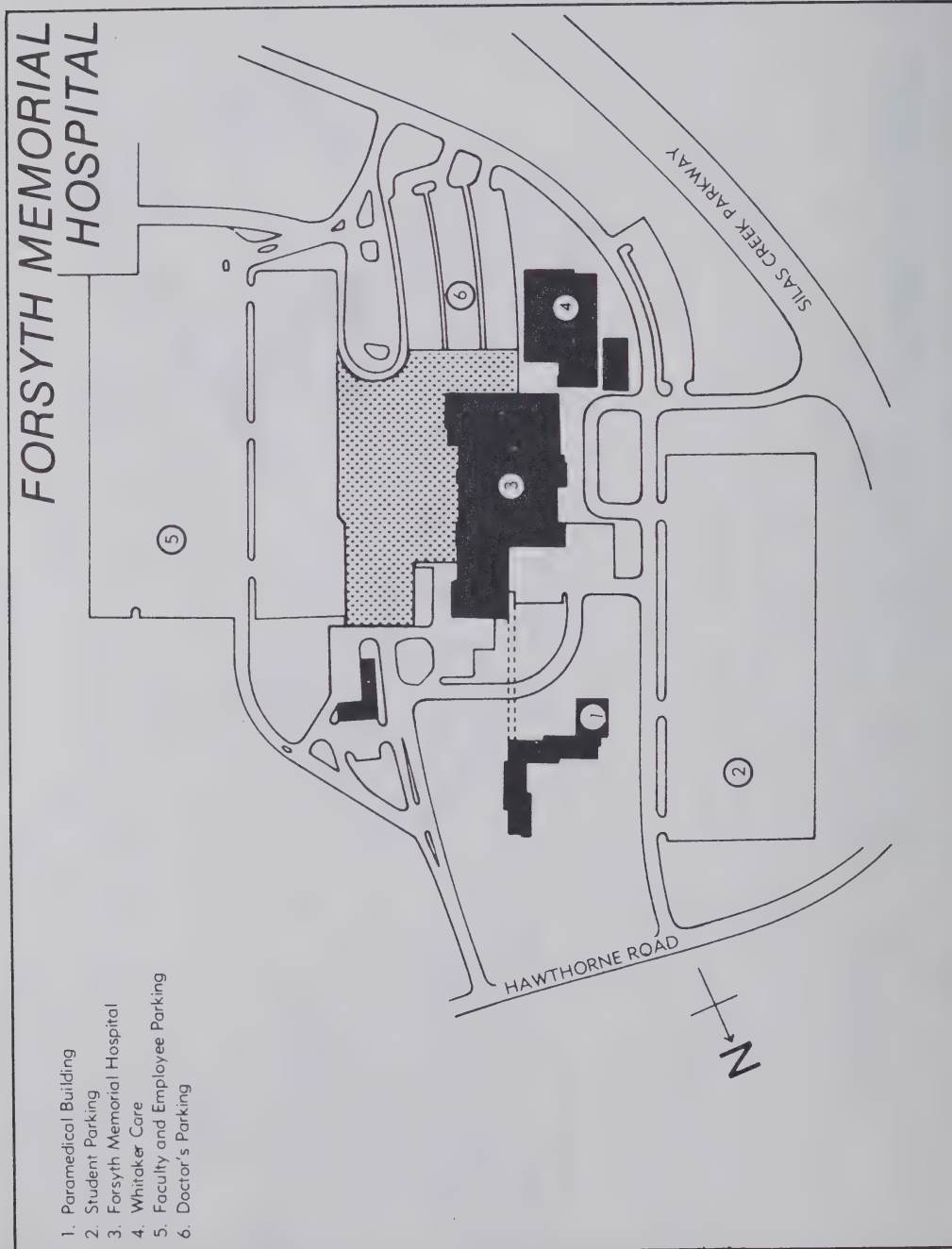


... which campus?

MEDICAL CENTER



. . . what building?



Who does what around here?

BOARD OF TRUSTEES

Dewitt E. Rhoades, Chairman

John P. Arrowood
Beaufort O. Bailey
Mrs. Selvey J. Boyer
Dr. C.B. Hauser
Z. Gray Jackson
Robert F. Joyce

Clyde F. McSwain
Ned R. Smith
Carroll G. Tompson
Dr. H.P. VanCleve
Mrs. Velma G. Watts
Ricky Denard Hairston, SGA

ADMINISTRATIVE OFFICERS

Harley P. Affeldt President
T. Glenn Fleeman, Jr. ... Executive Vice President, Instructional Affairs
Charles R. King Vice President For Student Services
Charles P. Branch Vice President For Business Affairs

INSTRUCTION

T. Glenn Fleeman, Jr., Executive Vice President

Curriculum Programs

Marvin L. Allen Dean, Business Technologies
..... Dean, Engineering Technologies
Grace B. Corey Dean, General Studies Division
James R. Winning Dean, Health Technologies

Library

Audrey B. Zablocki Director
Thomas F. Gordon Librarian
Brenda G. Bodsford Audio-Visual Technician
Polly King Library Assistant
Jennifer Springs Library Assistant

Individualized Learning Center

Ernest W. Tompkins Director
Anne M. Teachey Coordinator
Paul D. Apple Coordinator

Continuing Education

L.T. Williams Dean
William Fournier Associate Dean, Occupational Extension
R. Shelton Jones Associate Dean, Academic Extension
Velma A. Jackson Supervisor, Adult Basic Education

STUDENT SERVICES

Charles R. King Vice President
R. Paul Day Director, Counseling Center
J. Bruce Shepherd Director, Admissions and Records
George McLendon Counselor/Coordinator
Ben Howell Counselor
Colleen Richardson Counselor
Borys Leoczko Veteran Affairs Coordinator
Diane E. Lowe Financial Aid Coordinator
Merrill J. Gordon Registrar
Sandra E. Wise Admissions Counselor
Becki Weaver Admissions Counselor
Lorraine Wood Admissions Counselor

INSTITUTIONAL DEVELOPMENT/PUBLIC RELATIONS

Jean R. Perkins Coordinator

PERSONNEL/EVENING PROGRAMS

Larry V. Weaver Director

BUSINESS AFFAIRS

Charles P. Branch Vice President
Joyce W. Keith Director of Financial Services
Glen A. Hunter Chief Security Officer
Jerry D. Rogers Director of Auxiliary Services
Jon M. Gullette Director of Physical Plant

I need help!

Where do I go?

<i>Needs Concerning</i>	<i>Position</i>	<i>Location*</i>
Academic Problems	Faculty Advisor or Counselor	MC, AHB, FMH
Academic Standing	Records Office	MC - Parkway Bldg.
Appealing Academic or Disciplinary Action	Dean of Instruction or Dir. Student Services	MC - Admin./Parkway
Auto Decal	Cashier	MC - Admin. Bldg.
Books and Supplies	Book Store	MC - Snyder Hall
Campus News	Inst. Development	MC - Parkway Bldg.
Changing Curriculum	Counselor	MC, AHB, FMH
Class Absences	Each Instructor	
Class Rings (Purchase)	Bookstore	MC - Snyder Hall
Class Schedule	Faculty Advisor	
Class Schedule (Evening)	Evening Director	MC - Admin. Bldg.
Evening Classes		
Extension	Adult Ed. Director	MC - Parkway Bldg.
Evening High School or Curriculum	Student Services Office	MC - Parkway Bldg.
Financial Aid	Financial Aid Office	MC - Parkway Bldg.
Graduation Forms/ Review of Credits	Records Office	MC - Parkway Bldg.
Housing	Student Services Office	MC - Parkway Bldg.
Injury or Illness	Instructor	
Library Research	Librarian	MC, AHB, FMH
Out-of-State Tuition	Student Services Office	MC - Parkway Bldg.
Tutoring	Counselor or Advisor	MC, AHB, FMH
Paying Tuition and Fees	Business Office	MC - Admin. Bldg.
Personal Matters	Counselor or Advisor	MC, AHB, FMH
Physical Handicaps		
Pre-Technical Courses	Pre-Tech Coordinator	MC - Snyder Hall
Program Pin (Purchase)	Bookstore	MC - Snyder Hall
Review and Remedial Work	Learning Lab Coordinator	MC - Admin. Bldg.
Running for Student Government Office	Counselor	MC, AHB, FMH
Student Activities and Events	SGA President or Representative	722-0354
Veterans' Affairs	Veteran's Office	MC - Parkway Bldg.
Withdrawal from School	Records Office or Counselor	MC - Parkway Bldg.

*MC — Main Campus

AHB — Allied Health Building

FMH — Forsyth Memorial Hospital

How will I be graded?

GRADING SYSTEM

The following grading system is generally used by Forsyth Technical Institute. Students will be informed in writing if an instructor uses an alternate grading system.

No. Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Official Withdrawal	W		
Withdrawn Passing	W-P		
Withdrawn Failing	W-F		
Incomplete	I		
Audit	Y		

The letter equivalent system is used for recording and reporting grades.

W – Official Withdrawal

An Official Withdrawal is the grade given to a student who voluntarily withdraws from a course after the drop/add period through the tenth class day of a quarter and has notified the instructor and the Registrar, in person or in writing, of his decision.

W-P – Withdrawn Passing

Withdrawn Passing is the grade given to a student who voluntarily withdraws from a course after the tenth class day of a quarter with a passing grade, and has notified the instructor and the Registrar in person or in writing, of his decision.

W-F – Withdrawn Failing

Withdrawn Failing is the grade given a student who at any time after the fourth class day withdraws from a course without first notifying the instructor and the Registrar, in person or in writing, of his decision. Students who withdraw after the tenth class day and are failing at the time of withdrawal receive a grade of W-F.

I – Incomplete

The grade of Incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or other circumstances beyond the student's control are considered valid reasons for non-completion of work. The student must have advised his instructor of the circumstances prior to the end of the quarter and have been granted an Incomplete grade. The instructor must have specified the work to be made up in order to remove the Incomplete and a date by which the work must be completed. If the conditions necessary to remove the Incomplete will require additional hours of instruction, the student must re-register for the course. If, on the other hand, the student needs only to complete work without instructional supervision, this must be completed no later than the following quarter or the course must be repeated.

Any student who receives an Incomplete on a course that is a prerequisite for another course must make up the incomplete work by the end of the drop/add period if he is registered for the next succeeding course. Should the student fail to remove the Incomplete by the end of the drop/add period, he must drop the course which is dependent on the prerequisite.

If, for any reason, a student withdraws from a course that is listed as co-requisite or is listed as taught concurrently with another course, he must also withdraw from those courses so listed.

Y – Audit

Any audit of courses must have prior approval of the Office of Student Services and the department involved.

Students auditing courses are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit toward a degree or diploma is given. Audit may not be changed to credit, or credit to audit after the last day of drop/add. Some curricula may have special auditing conditions for re-admission.

HONORS AND HIGH HONORS LISTS

Soon after the end of each quarter, in order to honor students who have earned outstanding scholastic records, the Institute identifies those students for the Honors and High Honors lists. In order to be named to the Honors List, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.00 average, but less than a 3.50 average. In order to be named to the High Honors List, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.50 average.

COURSE NUMBERING SYSTEM

Courses are numbered in accordance with the system approved by the North Carolina Department of Community Colleges.

1. Each course is designated by a three-letter prefix indicating the general subject area.
2. A number indicating a specific course within an area follows the letter prefix according to the following rules:

A. Pre-Technical courses	0- 99
b. Technical courses	100- 299
c. Vocational courses	1000-1099
d. Adult education courses beyond high school	2000-3099

Sample Course Listing

			C	L	P	QH
DFT	1121	Drafting I	4	0	12	8
↑	↑	↑	↑	↑	↑	↑
Course Prefix	Course Number	Course Title	Classroom Hours per week	Laboratory Hours per week	Practicum (Practical Application) per week	Quarter Hours Credit
			↑	↑	↑	
			—————			
						Contact Hours per week

WITHDRAWALS

A student who must withdraw from school, either permanently or temporarily, before graduation should make an official withdrawal. He should notify the Records Office and a member of the counseling staff, either by telephone or in person, and should complete the withdrawal information sheet. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite re-entry, transfer of credit to another institution, or to provide potential employers with accurate educational information.

ACADEMIC STANDING

To be in good academic standing, a beginning student must have earned a grade point average of 2.00 by the end of the first quarter, and a cumulative grade point average (G.P.A.) of 2.00 must be maintained thereafter. A student failing to maintain the required cumulative grade point average in any quarter will be placed on academic probation for the following quarter.

A student on academic probation whose work has improved to the point where he meets the 2.00 cumulative grade point average will automatically be removed from probation.

A student who has been placed on academic probation and who does not earn the required cumulative grade point average in the next quarter will be required to register for a reduced load, or he may be required to withdraw from the program and be directed to a more suitable curriculum.

A departmental Academic Review Committee shall make decisions on

individual cases. Each student enrolled in the Institute is expected at all times to be aware of his academic status and to be responsible for knowing he has failed to meet the requirements as outlined above for continuing in school. Instructors, faculty advisors and counselors in the Office of Student Services are available for conferences, but it is the responsibility of the student to seek extra help if it is needed. Tutoring services are available through counselors or advisors.

At the end of each quarter, each departmental Academic Review Committee meets to review students' academic standing. If a student's standing is changed in any way, other than removal from probation, the student will be notified in writing by the respective department dean.

ACADEMIC APPEAL

If a student planning to register for the next quarter wishes to appeal the decision of the departmental Academic Review Committee, he or she must make the appeal in writing to the appropriate department dean within twenty-four (24) hours after notification of his/her status.

The department dean will reconvene the departmental Academic Review Committee and hear the appeal and will notify in writing the results to the student, the Vice-President for Instruction, and the Vice-President for Student Services.

If satisfaction is not achieved with the appeal to the departmental Academic Review Committee, the student may appeal in writing to the chairman of the Student Appeals Committee. See Page 31.

COURSE REPEAT RULE

The last grade earned on a repeated course, whether F or higher, will be the grade computed for grade point average.

If a student fails any course in his vocational or technical curriculum, it will be necessary for him to repeat the course until a passing grade is obtained in order to receive the State Vocational Diploma or the Associate of Applied Science degree. The student is responsible for scheduling make-up courses required for graduation.

If a student fails one of the courses in his major subject area, he may be referred to the Office of Student Services for counseling.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by a request in writing to the Registrar.
2. Student records will not be reviewed by 'third parties' unless permission is obtained in writing from the student. Exceptions may be made for teachers and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the

students as dependents. The Vice-President of Student Services will make the final decision concerning access to records.

3. Official transcripts and/or references will be issued only when a written request is received from the student.

ADVISOR/ADVISEE PROGRAM

Because problems of communication often tend to impersonalize student-faculty relationships, Forsyth Technical Institute has an Advisor-Advisee program which is designed to provide a more personal atmosphere for the student and to increase communications between students and faculty. Each student at Forsyth Technical Institute is assigned an advisor from his own curriculum. Through periodic conferences between the student and advisor, it is hoped that the student will be better able to choose his academic program from quarter to quarter and that potential problems can be solved.

Each advisor will have posted regular office hours in order for the student to arrange conferences to discuss or explore any problem or condition which is of importance to him. The advisor will assist the student during pre-registration, registration, and in course selection as well as in other situations.

Each student is assured that all discussions are confidential and that when necessary, he may be referred to other guidance resources to help with his particular concern.

ATTENDANCE

1. Class attendance is calculated from the first officially scheduled class meeting through the last scheduled class meeting which includes the drop/add period.
2. Students will be informed in writing at the beginning of the quarter when an instructor requires special attendance rules for the course.
3. A student must satisfy his instructor that he should be permitted to remain in a course and attend (classes) after he incurs any absence in excess of the following:
 - a. Three (3) regular one hour class sessions.
 - b. Two (2) shop, practicum, clinical experience, or laboratory sessions which meet for two or more hours.
 - c. Two (2) regular one hour class sessions, and one (1) shop, practicum, clinical experience or laboratory session which meets for two or more hours.
4. When a student is absent from a class, laboratory, shop or clinical experience which meet consecutively, each session missed will be counted as an absence.
5. Students have full responsibility for accounting to their instructors for absences.
6. Students are expected to report for class, lab, shop, and practicum on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing class attendance.

7. Students are expected to attend all class, laboratory, shop, and practicum sessions. No passing grade will be issued for a course if, for whatever reason, a student has been absent for 25% of the total possible class time per course per quarter.

CLINICAL EXPERIENCE IN HEALTH PROGRAMS

1. Clinical hours in any of the health curriculums may be scheduled during any part of the 24 hour day, seven day week.
2. Students will be informed in writing at the beginning of the quarter of the special attendance requirements for the clinical course.
3. In order to pass clinical courses, the students must pass all critical requirements for the course.
4. Uniforms must fit **neatly** in order for the student to meet the dress code.
5. There are certain areas (i.e., operating room) of the hospital that require special hospital dress. Any student who cannot wear this special dress will be sent from the clinical area.

TRANSFER OF EARNED CREDIT BETWEEN PROGRAMS

Credits earned in any degree program may be credited toward a degree or diploma program upon evaluation by the Office of Student Services. Credits earned in a diploma program are not acceptable for transfer to an associate degree program but may be credited toward a second diploma major.

TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study if the student is transferring from a regionally accredited institution, or from another institution in The North Carolina Community College System. No grade lower than C may be transferred. A student requesting credit for work completed in any other type of training program or institution may be given provisional transfer credit if the other institution is recognized by the Council on Post Secondary Accreditation (COPA). Advanced standing may be given on the basis of a proficiency examination. All transcripts for transfer work should be submitted at least one week prior to enrollment. Final decision on transfer credits will be determined by the Institute.

Students requesting credit for training completed in Armed Services Schools should submit official records of service schools completed. Credit may be granted for training comparable to course work offered in the student's curriculum. The amount of credit granted is subject to approval by the dean of the department and Director of Admissions and will not exceed the recommendations in the *Guide to Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education.

STUDENT CLASSIFICATION

Full-time:	A student who is enrolled in 12 or more quarter hours of course work.
Part-time:	A student who is enrolled for less than 12 quarter hours of work.
Special:	A student who is enrolled in credit courses but who is not working toward a degree or diploma. Permission to register as a special student is granted at the discretion of the Office of Student Services.
Audit:	A student who is enrolled in regular course work but who is not receiving credit for work undertaken.
Freshman:	Any student who has earned less than 45 credit hours.
Sophomore:	Any student who has earned 45 credit hours or more.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter, student grade reports are available to students in the Records Office.

Transcripts of the student's record cannot be sent to other schools, prospective employers, or to the student himself, unless an official request is made in writing by the student to the Records Office.

Grade reports and transcripts are withheld until all student obligations to the Institute have been met.

What will it cost me?

TUITION AND FEES

TUITION

Since the Institute receives funds from local, state and federal sources, tuition charges are very low. The charges are set by the State Board of Education and are subject to change without notice.

Tuition:

12 quarter hours or more	\$39.00 per quarter
Less than 12 quarter hours	\$3.25 per quarter hour
Late registration fee	\$5.00

Tuition charges for non-credit classes in the Extension Program depend upon the nature of the class. No tuition is charged for Adult Basic Education courses. Normal tuition rates will apply if courses are taken in the I.L.C. for curriculum credit. No tuition is charged for individuals age 65 and over. Instructional materials fees are set to meet instructional needs in certain types of classes. Students enrolled in the health technologies are required to purchase liability insurance.

Summer School and Audit Fees are charged at the same rate as those charged during regular term.

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least twelve months with the intent to live in North Carolina prior to enrollment. Currently, out-of-state tuition is \$16.50 per quarter hour or \$198.00 per quarter for a full-time student.

Students who are in doubt as to their status as a resident should request clarification by consulting the Office of Student Services before registration. Students may appeal their residence for tuition status to the Student Appeals Committee.

STUDENT ACTIVITY FEE

It is the policy of this institution that a student activity fee be charged. This normally will be from \$3.00 to \$7.00 per school quarter.

The use of such a student fee is at the discretion of the Board of Trustees upon recommendation of the President. In general, these fees are used for student-centered activities and for the general benefit of the student body. Student activity fees are not refundable for any reason.

BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by the Institute, but are the responsibility of the student and may be purchased at the Institute Bookstore. The cost of books and supplies varies from program to program, and from quarter to quarter.

UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the students. There is an official uniform for some programs. Students will be notified where to purchase these uniforms.

The initial cost of uniforms and special equipment for students in the various health education programs ranges up to \$150 depending upon the program.

The cost of uniforms is estimated and subject to change. Students should inquire for details during admission interviews.

TUITION REFUNDS/HOLDS

Tuition is not refundable. Exception will be considered where the cause of withdrawal is completely beyond the student's control, such as serious illnesses. In such cases, two-thirds of the tuition paid may be refunded only if the student withdraws and submits a request within ten calendar days after the first day of classes, as published in the academic calendar. If a student withdraws from a course, or courses, but remains enrolled in the Institute, he will receive no refund for the course dropped. Refunds of five dollars or less will not be made except for classes cancelled by the Institute.

A student who withdraws from all courses and submits a request within ten calendar days after the first day of class may request that his tuition be held. A request for tuition hold will be considered when the cause of withdrawal is completely beyond the student's control and the student does not remain enrolled in the Institute. If the request is granted, the tuition will be credited to his account so that it may be applied toward costs for any one of the following four quarters.

Fees other than tuition cannot be refunded or held for subsequent quarters. Statements from employers or doctors may be required before requests for refunds or holds are processed.

OTHER FEES

No laboratory, breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the institution. Academic credit and official transcripts may be withheld until proper payment is made. Final transcripts will be withheld until all library books are returned or the cost of each book reimbursed.

What about Financial Aid?

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to continue their education. The financial need of a student is determined by the resources available to him in relation to educational expenses.

Students applying for financial aid should complete and mail to the appropriate address the College Scholarship Service Financial Aid Form.

This form should be completed no later than May 1 preceding the academic year for which aid is requested. As financial aid awards are for only one academic year, students must reapply each year. Requests after May 1 will be processed as long as funds are available.

To be eligible for financial assistance a student must be enrolled or accepted for enrollment and demonstrate a need for financial aid. Financial assistance is available in a variety of forms to help students who meet the need criteria for eligibility. Scholarships, loans, grants, and work-study may be used singly or in combination to meet a student's total need.

Financial Aid brochures containing more detailed information are available in the Financial Aid Office.

NOTE: In order to continue participation in any of the following financial aid programs, a student must be enrolled at least half-time and maintain satisfactory progress, 2.00 grade point average. Students who do not have a 2.00 at the end of a quarter are placed on academic probation. Students on academic probation for two consecutive quarters would not be eligible to receive BEOG disbursements at the end of the second quarter. To reinstate eligibility you must have a 2.00 grade point average.

GRANTS

Basic Education Opportunity Grant

The Basic Education Opportunity Grant program is a Federal Aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. The awards, for a year, normally range between \$200 and \$788. Students may apply by completing the CSS Financial Aid Form or the Basic Education Opportunity Grant Application. Applications may be obtained at the Financial Aid Office. Students should allow six weeks for processing.

Supplemental Educational Opportunity Grant

This program is funded by the Federal Government and is for students of exceptional financial need who, without a grant, would be unable to continue their education. A Supplemental Educational Opportunity Grant

may not exceed one-half of a student's total financial need. The remaining portion of the recipient's need is met by matching the grant with other financial funds.

North Carolina Student Incentive Grant

This program is designed for students of exceptional financial need who are North Carolina residents. Students applying for the NCSIG must do so before March 15.

WORK STUDY

Work-Study is a federally supported program through which students primarily from low income families are given preference for part-time employment (up to 20 hours per week). Students must be enrolled at least half-time to apply for work-study and maintain a 2.00 grade point average.

LOANS

The Financial Aid Office maintains a file on sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

James E. and Mary Z. Bryan Foundation

N.C. Insured Student Loan Program

N.C. Department of Human Resources — Nursing Loan

North Carolina Funds for Vocational and Technical Students

Sloan S. Sherrill Nursing Loan Fund

Winston-Salem Foundation*

*Available to Forsyth County Residents only.

N.C. INSURED STUDENT LOAN PROGRAM

Legal residents of North Carolina, who have been accepted for enrollment or are enrolled in good standing and maintain satisfactory progress, may borrow up to \$2,500 or one-half the estimated cost of education per year through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and the U.S. Office of Education pays the 7 percent interest during the in-school and grace periods. Apply through the Institution's Financial Aid Office.

N.C. Department of Human Resources (Educational Loan for 2nd year ADN Students)

North Carolina residents who are entering their second year of ADN may apply for a \$1,500.00 nursing loan. The loan is repaid by service in an approved medically underserved area of North Carolina. Students interested should contact the Financial Aid Office in November of 1980 to apply for the 1981-82 academic year.

Sloan S. Sherrill Nursing Loan Fund. The Sherrill Nursing Loan is an interest free loan made through Forsyth Technical Institute for second

year ADN students. For more information and applications, students should contact Financial Aid Office in May of 1981 to be considered for the 1981-82 academic year.

SCHOLARSHIPS

The Winston-Salem Kiwanis and the Twin City Kiwanis Club award scholarships to seniors graduating from Forsyth County schools each year. The awarding of these scholarships is not controlled by the Institute.

The L. Carroll Lennon Scholarship Fund is donated by Read's Uniform Center, Inc. The award is given each year to a 1st and 2nd year Associate Degree Nursing student and a Practical Nurse Education student. Recipients for this award are referred by the Financial Aid Office.

The Norman Gaddis Scholarship is a perpetual scholarship available to a deserving, needy student and is sponsored by the Student Government Association.

The Marshall Paul Johnston Scholarship is a perpetual scholarship available to Automotive Mechanics students only.

The Jane Gaither Murray Scholarship is awarded annually to a deserving student entering the Associate Degree Nursing curriculum.

The Mary B. Lauerma Memorial Scholarship is awarded annually to an outstanding student entering the second year of Associate Degree Nursing.

The Sandra Johnson Memorial Scholarship is awarded annually to an outstanding student entering the second year of Executive Secretarial Science.

The Data Processing Management Association Scholarship is awarded annually to an outstanding student entering the second year of Electronic Data Processing.

The RJR Archer Scholarship is awarded annually to an outstanding student entering the second year of Manufacturing Engineering Technology.

The North Carolina Society of the American Association Respiratory Therapy Inc. Scholarship is awarded annually to one student in North Carolina entering the second year of Respiratory Therapy. Students who wish to apply should contact the Department Chairman for Respiratory Therapy.

The Henry F. Snyder Scholarship is primarily an emergency scholarship for students, eligible for financial aid, when funds are not available from other sources.

Other than the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships for needy students. Most of the money available is not restricted, however, some of the scholarships are restricted to individuals enrolled in specific programs.

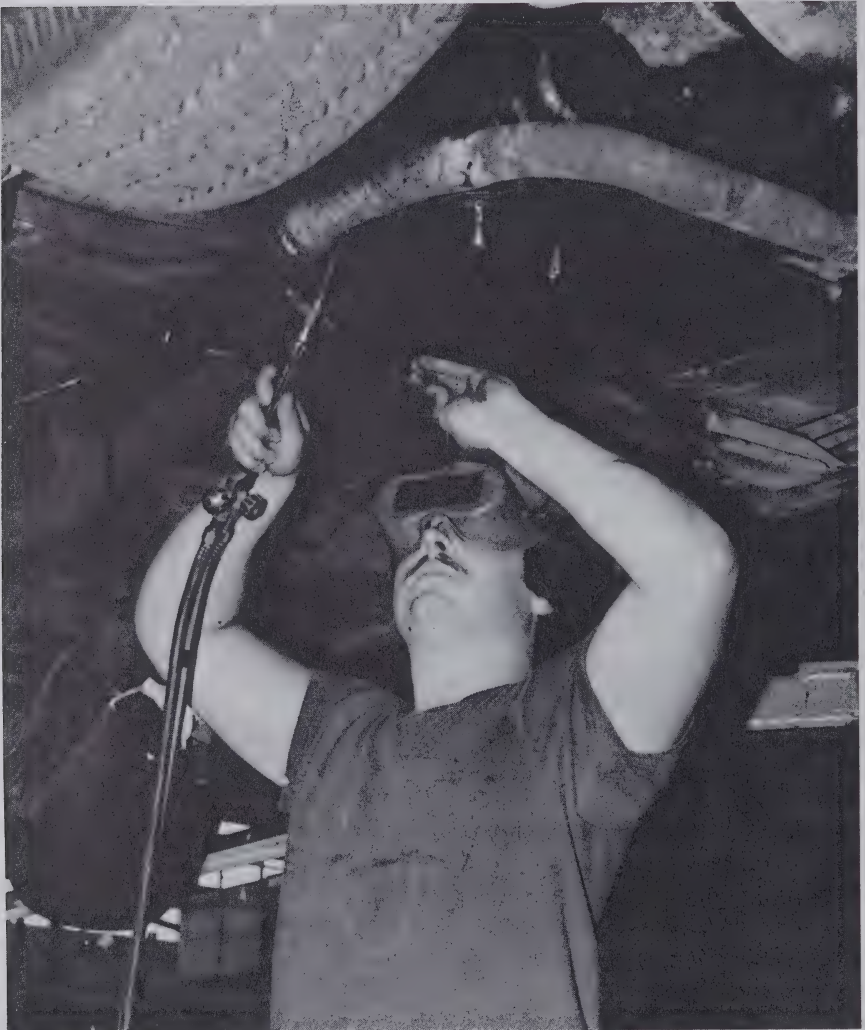
V.A. SOCIAL SECURITY AND D.V.R. BENEFITS

The Institute is approved for the training of persons eligible for benefits under the Veterans Administration, Social Security Commission and Division of Vocational Rehabilitation.

Additional information concerning these benefits is available at the VA/Financial Aid Office or from offices of the above named agencies.

Students receiving V.A. benefits are responsible for learning how to file their reports, for the accuracy of their reports, and for notifying the Veterans Officer if they withdraw from any class or from school.

An information handbook for veterans is available upon request from the office of Veterans Affairs.



What do I need to graduate?

GRADUATION REQUIREMENTS

A student wishing to receive a degree or a diploma from this institution must fulfill all course requirements.

A student who has earned a cumulative grade point average of 3.50 is eligible to be graduated with high honors.

A student who has earned a cumulative grade point average of 3.00 is eligible to be graduated with honors.

A student who has earned a cumulative grade point average of 2.00 is eligible for graduation.

Course requirements vary according to program. The student should refer to the catalogue for course requirements for graduation from his program of study and should be aware at all times of his progress toward graduation.

It is the further responsibility of the student to complete an official INTENT TO GRADUATE form at least six weeks prior to his last registration. These forms may be obtained from the faculty advisor who will assist the student in completing the form, and will submit the form to the Records Office.

COMMENCEMENT EXERCISES

Commencement exercises are held at the end of spring and summer quarters on the date published in the academic calendar. Degrees and diplomas are awarded at this time. Students are expected to notify the Records Office as to their intention to participate in the exercises.

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being chosen commencement marshals. The two marshals who have the highest academic averages are named chief marshals.

SCHOOL RINGS AND PINS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his curriculum may order the official school ring. The student is required to pay a \$20.00 deposit at the time ring is ordered, with the balance due upon delivery.

Each of the health programs has an official pin which designates the individual as a graduate from that program. They are worn only after graduation. The cost of the pins varies from program to program and must be paid for when ordered. Orders are to be placed at the bookstore.

What rules do I have to follow?

STUDENT CONDUCT AND RESPONSIBILITIES

DISMISSAL AND SUSPENSION

The following regulations govern dismissal from class, or from the Institute for students of Forsyth Technical Institute.

Any instructor may request a student to leave his class, lab, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal habits disrupt normal classroom procedure. The instructor will immediately notify, in writing, his Department Dean and the Student Services Office of his actions, identifying the student and the cause for dismissal from class.

The burden of requesting re-entry to the class, lab, shop, or clinical area shall rest with the student involved. Request for re-entry must be made to the instructor prior to the next scheduled meeting of the affected class. If the instructor feels that additional counseling is needed for this particular student, the instructor shall have the prerogative of asking the student to meet with the Department Dean or the counseling staff prior to his being readmitted to the instructor's class.

If, in the opinion of the instructor and the Department Dean, the conduct of the student or his personal habits are such that he should be permanently dismissed from the class or from the Institute, a written report initiated by the instructor and approved by the Department Dean must be sent to the Executive Vice President for Instruction within 24 hours. The Department Dean will inform the student in writing of his dismissal. If the student wishes to appeal this decision he must do so in writing to the Student Appeals Committee.

STUDENT APPEALS COMMITTEE

The Student Appeals Committee will hear the appeals of any student after the appeal process has been exhausted at the departmental or division level. The Student Appeals Committee will convene as soon as possible after the Chairman of the Committee has received and validated a written appeal from a student. The Student Appeals Committee will hear the appeals of any student regarding the following:

1. Discipline
2. Dismissal
3. Academics
4. Admissions
5. Residency
6. General Discriminatory Practices

The appeals will be heard under the following conditions:

1. The student **must** submit a written statement of the appeal that contains factual and valid reasons for the appeal to the Committee Chairman. The Committee Chairman reserves the right to return the written appeal for clarification, or to reject the appeal, if factual information or reasons for appeal are not stated. The student may submit a statement of appeal to the Vice President for Student Services to be forwarded to the Committee Chairman.

2. The Committee will act as a decision-making body regarding the appeal only.

3. The Committee will submit its decision to the President of the Institution for review and appropriate action, including notification to the parties involved. In the case of residency classification, the Committee will notify the student of its decision. The next step in the appeal process is to the State Residence Committee.

STUDENT DRESS CODE

Forsyth Technical Institute continually has prospective employers and other visitors on campus. Also many companies seeking to relocate or open new industries will have representatives visit this campus.

With this in mind, while Forsyth Technical Institute students dress informally, cleanliness and neatness of appearance are strongly encouraged. Each instructor has the right to ask a student to leave his class or shop if the student's personal appearance or attire is objectionable to the other students, or if this attire can be construed to be a hazard to safe operations.

The health programs have special dress codes for clinical areas. Students will be dismissed from clinical areas if dress codes are not followed.

PARKING REGULATIONS

Main Campus

1. All vehicles parked on campus by students, staff and faculty members must be registered on campus. Vehicles may be registered during each registration period, at the Business Office 8:00 AM-5:00 PM or the office of the Evening Director 5:00 PM-9:30 PM daily.
2. Decals *must* be permanently displayed on the rear bumper. Failure to comply with this rule will result in a \$3.00 fine. (This rule will prevent the stealing and use of your decal by unauthorized personnel). A parking decal does not guarantee or reserve a parking space. Decals are not transferrable to another vehicle.
3. Personnel who must drive a different vehicle for a short period of time may apply at the Business office or the Evening Director for a *free* temporary permit. These permits are for one week and you are authorized *one* each quarter. This permit is to be displayed on the dash of your vehicle on the drivers side.
4. Head vehicle into parking space. Do not back into spaces, park crossways or pull through. (This will prevent parking accidents.)
5. Park inside lines.
6. Parking or driving on grass is prohibited.
7. Park motorcycles and bicycles in designated areas only. (See campus map)
8. It is the responsibility of all personnel to familiarize themselves with all campus rules and regulations and to comply with those rules.
9. All accidents or incidents on campus must be reported to the campus Security Officer.
10. All fines *must* be paid within *ten days* of date of the infraction. Fines may be paid at the Cashier's Office from 8:30-4:30 and the Evening Director's Office from 4:30-9:30 Monday thru Friday. (Fines may also be mailed to: Forsyth Technical Institute, Cashier's Office, 2100 Silas Creek Parkway, Winston-Salem, NC 27103.)
11. All personnel are responsible for tickets placed on their vehicle regardless of who is operating the vehicle at the time that the violation occurs. They are also responsible for tickets placed on any vehicle they or their visitors drive.
12. Littering is prohibited at all times and will result in a fine.
13. It shall be unlawful to operate a motor vehicle on campus at a speed in excess of 15 mph.
14. All vehicles shall come to a complete halt at stop signs as posted.
15. Forsyth Technical Institute will assume no responsibility for damage to any vehicle while parked or while being operated on the campus or for the contents within the vehicle.
16. Vehicle registration fee for each motor vehicle shall be \$2.00 for the school year or any portion thereof.

Violations and Fines

The following violations shall require a three dollar (\$3.00) fine:

- a. Unregistered vehicle.
- b. Double parking or blocking another vehicle.
- c. Backing into a space.
- d. Driving on grass.
- e. Parking on grass.
- f. Parking crossways.
- g. Obstructing a walkway or driveway.
- h. Parking on or over a yellow line.
- i. Parking in a service or fire truck lane.
- j. Improperly displayed registration sticker.
- k. Failing to comply with campus rules and signs.
- l. Parking in any space other than space authorized by permit on car.

The following violations shall require a five dollar (\$5.00) fine:

- a. Speeding.
- b. Failure to yield right of way.
- c. Going wrong way on one-way street.
- d. Hit and run.
- e. No operators permit in possession.
- f. Reckless driving.
- g. Failure to stop for stop sign.
- h. Failure to heed blue light.
- i. Failure to report accident.
- j. No vehicle registration.

NOTE

Trustee Policy provides for the enforcement of parking and driving rules and regulations on campus by:

- A. Withholding transcripts, degrees/diplomas or other evidence of attendance and accomplishments at Forsyth Technical Institute.
- B. Suspending from class any student who has *three* or more unpaid tickets.
- C. Revoking parking privileges on campus of any person who receives *eight* tickets in one year. (A record is kept by the Security Officer.)
- D. Tow away provisions; any vehicle found to be in violation of any of the following regulations may be towed away at the owners expense:
 1. Double parked — blocking another vehicle.
 2. Parked in traveled portion of a street or driveway.
 3. Parked in a fire lane.
 4. Parked in a handicapped space without proper authorization.
 5. Unregistered vehicles parked in excess of 48 hours (notification of intent to tow will be placed on vehicles).
 6. Any vehicle parked on campus by a student that has had his/her parking privilege revoked.

Appeal Procedure

- A. A request for an appeal of a parking or traffic fine must be submitted in writing to the Vice-President for Business Affairs at Forsyth Technical Institute within seven (7) days of the date of violation.
- B. The Traffic Appeals Committee shall consist of three members of the faculty and at least one member of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the Vice-President for Business Affairs as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in the favor of the student, any fine imposed or paid shall be rescinded or remitted.
- C. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. The student shall have the right to present testimony and witness in his/her behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
- D. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the Vice-President for Business Affairs. Any person who has an appeal scheduled and fails to appear, after having been duly notified of the time and place of the appeal, will have his appeal denied. There will be no continuance of the appeal unless approved by the Vice-President for Business Affairs.
- E. All decisions of the Traffic Appeals Committee shall be final.

Allied Health Building

Parking is available to students in the metered parking deck lot off Medical Center Boulevard. There is very limited off-street parking.

Forsyth Memorial Hospital

Parking is available to students in the metered parking lot (on quarterly or hourly basis) in front of the hospital. There is practically no parking on the streets in the vicinity of the hospital.



USE OF FACILITIES

The buildings and their contents exist solely for the education of our adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, and shops.

Animals are prohibited inside the buildings. Any animals on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Sec. 3-18.

Children are not allowed in classrooms or shop areas during class sessions. It is further prohibited for children to be left unattended in library or canteen areas, or on campus grounds.

Students cannot receive telephone calls or messages at school except in cases of emergency.



Are there any student activities?

ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves to promote interest in student affairs both on and off campus. The Association is composed of representatives elected from each curriculum by the students of that curriculum. Student Government officers are elected by the student body. Faculty or staff members are appointed by the administration to serve in an advisory capacity to the Student Government Association.

STUDENT REPRESENTATION ON BOARDS AND COMMITTEES

The President of the Student Government Association is a non-voting member of the Board of Trustees of the Institute. Student representatives also serve on the Academic Review Committee, the Disciplinary Review Committee, and other committees concerned with students.

PHI BETA LAMBDA

Phi Beta Lambda is a national organization which provides opportunities for postsecondary and college students to develop vocational competencies, to develop leadership competencies, and to develop a sense of civic and personal responsibility. It is open to all students enrolled in business, office, or teacher education programs.

CIRCLE K

The Circle K is a national collegiate service club sponsored by Kiwanis International. The club is open to male and female students who are invited to membership at intervals during the year.

ADMINISTRATIVE MANAGEMENT SOCIETY

The A.M.S., as it is usually called, is a national business club open to students in the field of Business Administration. To be eligible for invitation to membership, a student must have earned a grade point average of 3.00 by the end of the first quarter. Second year students must have maintained an average of 2.50. Membership is by invitation.

SOCIETY OF ENGINEERING TECHNOLOGY STUDENTS

The Society of Engineering Technology Students is a service and social club open to students from the Manufacturing Engineering, and Drafting and Design Engineering Technology programs. This club, in its first year

of existence, has raised and set aside funds for endowing a scholarship open to second quarter students in these two fields of technology.

LAW ENFORCEMENT ADMINISTRATION SOCIETY (LEAS)

Membership in LEAS is open to both male and female students who are, or have been, enrolled in a course of study in the areas of the Administration of Criminal Justice.

The objectives of the organization are to promote public understanding of the problems and objectives in the areas of the administration of criminal justice and to elevate the standards and foster greater understanding between the agencies and departments in all areas of the administration of criminal justice.

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

ATHLETICS

The Institute does not offer a formal, organized athletic program. The students themselves have organized basketball, softball and bowling teams and compete in Winston-Salem city leagues in these sports. Volunteers from the faculty serve as sponsors and coaches of the teams.

STUDENT PUBLICATIONS

Students are encouraged to participate actively in the preparation of the *F.T.I. Reporter* and *Reflector*, the two major student publications.

The *F.T.I. Reporter* is the student newspaper written, edited and managed by the student staff with the assistance of a faculty advisor.

The *Reflector*, the yearbook of the Institute, is written, edited and managed by the student yearbook staff with the assistance of a faculty advisor.



OTHER STUDENT SERVICES

GUIDANCE AND COUNSELING SERVICE

The Institute maintains an active counseling service which is a vital part of the Student Services Department. The counseling service consists of four professional counselors who are available to meet the counseling needs of students from the time they enter the school until they leave. The counselors are available to assist students with personal, social, family, academic, vocational or other problems. Assistance is provided to facilitate wise choices, decisions, and adjustments associated with the school environment. The counselors maintain various types of information useful to students such as job opportunities, information about other schools, available community services, etc.

The counselors are available, either with or without appointments, to both day and evening students. Their office hours are posted beside their office entrance. They work very closely with students in their assigned curriculums but they are available to all students.

The counselors and their assigned curriculums are:

Colleen Richardson	Adult High School, Architectural Technology, Building Trades Drafting, Mechanical Drafting and Design Engineering Technology, Early Childhood Specialist, Executive Secretarial Science, Machinist, Manufacturing Engineering Technology, Real Estate and Police Science.
George McLendon	C.E.T.A., Auto Body Repair, Air Conditioning, Auto Mechanics, Carpentry, Diesel, Electrical Installation, Electronics Servicing, Electronics Engineering Technology, Graphic Arts, Marketing and Retailing, Ornamental Horticulture, Plumbing and Welding.
Paul Day	Banking & Finance, Business Administration, Business Ad./Accounting Option, Industrial Management, Electronic Data Processing, and Practical Nursing.
Ben Howell	A.D. Nursing, Nuclear Medicine, Radiologic Technology, Respiratory Therapy.
Marilyn Stowers	Counselor/Advisor for Pre-Vocational and Pre-Technical Students.
Borys Leoczko	Veterans Affairs.
Diane Lowe	Financial Aid, Placement and Vocational Rehabilitation.

The Adult Career Guidance Center, George McLendon, Coordinator, is a full service career center available to all students and applicants. Among the wide range of services available are career counseling, resume information, aptitude and interest testing, and job placement information.

HOUSING

Since the Institute has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The Institute takes no responsibility for locating or supervising student housing; however, suggestions as to location of off-campus housing may be obtained in the Office of Student Services.

TESTING

Several individualized special tests and inventories are available for counseling purposes through the Office of Student Services. Both students and faculty members may obtain information on their availability and value by contacting any counselor.

HEALTH SERVICES

Limited health services are provided through the Office of Student Services and first-aid supplies located in shop areas; however, injuries requiring more than minor first-aid treatment will be treated in the emergency room of a nearby hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals, both of which are located within two miles of the Institute.

Any injury incurred in class, labs or shops should be immediately reported to instructor.

ACCIDENT INSURANCE

Accident insurance covering the hours a student is in school or on field trips is provided to all full-time and part-time curriculum students. This student insurance is furnished by the Institute as a service to students, but it is not meant to replace a student's personal coverage.

HOSPITALIZATION INSURANCE

All full-time students below age 26 are eligible to obtain Blue Cross-Blue Shield Group Insurance at special student rates.

Provisions for this are made through individual contact of the student and Blue Cross-Blue Shield Insurance Co.

LIABILITY INSURANCE FOR HEALTH STUDENTS

All health students must purchase liability insurance before they will be permitted to enter the hospitals for clinical practice. The cost of the insurance may range from \$11.00 to \$30.00 depending on the insurance carrier and must be purchased at the beginning of the Fall Quarter or whenever a student enters or re-enters a health program.

FOOD SERVICE

Canteen service is available in the Student Center which is located on the ground level of Snyder Hall. A variety of hot and cold foods and drinks is available.

Canteen service is available at both the student lounge in the Allied Health Building and the student lounge in the Paramedical Building at Forsyth Memorial Hospital.

STUDENT CENTERS

A large, attractive Student Center is located on the ground level of Snyder Hall. Students are encouraged to use the Center as a place in which to meet, chat, eat and relax. A study lounge is also available next to the Bookstore for a quiet place to study.

Student lounges are also available for students in the health programs in the Allied Health Building and in the Paramedical Building at Forsyth Memorial Hospital.

LIBRARY

Main Campus

The library is located in the Administration Building and contains reference and circulatory books which are available to all citizens of the area. Additional holdings are being acquired at the rate of approximately 2,500 volumes per year. Also housed in the library are such audio-visual media as slides, films, filmstrips, tapes, records and micro-film. These media are constantly being added to the library's collection and lend greater variety to available sources of information.

The library is open Monday through Thursday, from 7:30 a.m. until 8:30 p.m. and on Friday from 7:30 a.m. until 4:30 p.m.

Forsyth Memorial Hospital

Students have access to the library in the Forsyth Memorial Hospital Paramedical Building which is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Allied Health Building

Students have access to the library which is on the first floor of the Allied Health Building and is open Monday through Thursday from 8:00 a.m. to 9:00 p.m. and on Friday from 8:00 a.m. to 5:00 p.m.

Library cards are given out to new students during Library Orientation. Should cards be lost, there is a \$3.00 replacement fee. Each student is responsible for materials checked out on his card. No overdue fines are imposed on regular books, however, there is a 25 cents an hour fine (up to the cost of the book) on reserve books checked out overnight and due in one hour after the Library opens.

The student is responsible for replacing books that are lost or damaged. Until such replacement is made, library privileges will be revoked and grades may be withheld.

BOOKSTORE

A school bookstore is operated by the Institute as a service to students, faculty and staff. Textbooks, school supplies and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the Student Center in Snyder Hall and is open Monday through Friday from 9:00 a.m. until 3:00 p.m. and on Monday, Tuesday, and Thursday evenings from 6:00 p.m. until 8:00 p.m.

Summer quarter evening hours will be posted at The Bookstore.

LOST AND FOUND SERVICE

Lost and found articles will be handled at the Reception Desk in the Parkway Building on the main campus.

PRE-TECHNICAL PROGRAM

The Pre-Technical program provides students with an opportunity to build academic skills and acquire the background which should facilitate entrance into their desired curriculum program.

For those applicants to degree programs who, on the basis of test results and past performance, do not qualify for immediate admission to their chosen program of study, non-credit developmental course work is available and is required as a condition of admission.

Students register each quarter for courses selected from a group of courses designed to prepare them for their chosen program and to meet each individual's needs or goals.

Students may then transfer into their curriculum program when the criteria have been met and pre-technical and selected curriculum courses have been completed. All curriculum courses successfully completed will then be applied toward graduation.

Developmental courses are also open to students who wish to take them for personal benefit.

INDIVIDUALIZED LEARNING CENTER

The Individualized Learning Center offers courses for adult enrichment, adult high school, and regular curriculum courses. The Learning Center is also used by persons preparing for the high school equivalency test and for college entrance tests such as the CGP. Students in the Learning Center use programmed, self-instructional books, audio-visual materials and have access to a coordinator for personal help. Experience has shown that motivated, self-disciplined adults learn well using this approach.

The Learning Center also offers supplemental work for various curricu-

lum courses such as mathematics. A computer terminal provides access to computer assisted instruction in tutorial form as well as simulation games. Students may enroll at any time and there is no cost except for the Adult High School courses. Students must be enrolled at Forsyth Tech in order to take curriculum courses.

HIGH SCHOOL EQUIVALENCY

Adult residents of North Carolina who have not completed high school may earn a Certificate of High School Equivalency by passing a battery of five tests. These tests are known alternately as the high school equivalency test and the GEDT (General Education Development Tests).

A Certificate of High School Equivalency is recognized across the nation by most employers and educational institutions.

Persons interested in taking the GED tests should apply at any of the Institute's Individualized Learning Centers.

The GEDT program is designed primarily for adults 18 years of age and older; however, 16 and 17 year olds are allowed to take the tests if they meet certain conditions. It is the policy of Forsyth Technical Institute to encourage young people to complete regular high school before seeking admission. Current residency in North Carolina is required.

Forsyth Technical Institute is one of 71 official GEDT testing centers in North Carolina and is the only one in Forsyth County. The center administers the tests daily by appointment. The Institute may be contacted for further information.

CHANGES IN REGULATIONS

Forsyth Technical Institute reserves the right without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.



FORSYTH TECHNICAL INSTITUTE STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We the students of Forsyth Technical Institute — in order to provide for a democratic government; to promote responsible student citizenship; to encourage and supervise all student organizations and activities; to represent all students in all matters of student life and affairs; and to carry out the philosophy of the Institute do ordain and establish this constitution.

ARTICLE I. NAME

The name of this organization shall be the Student Government Association of Forsyth Technical Institute, hereafter referred to as the SGA.

ARTICLE II. OBJECTIVES

- Section 1. To encourage an interest in our campus, school activities, and student body concerns.
- Section 2. To promote a mutual respect between the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such student activities that are compatible with the general welfare of the student body and with the purpose of the Institute.
- Section 4. Make recommendations to the President and Vice President of Student Services concerning matters affecting the student body.
- Section 5. Enact appropriate legislation for promoting the general welfare of the student body and for regulation of the student body.
- Section 6. Require financial reports from all permanent or special student committees and delegations, from all organizations, groups, or individuals receiving appropriations from the student activity fees.

ARTICLE III. COMPOSITION

The Legislative Branch of the SGA shall be composed of the executive officers, one representative and one alternate from each section of each curriculum, to be selected by the students in the respective curriculum section during the first week of the Fall Quarter.

- Section 1. The alternate shall take on all duties and privileges of the representative in case of absence by the representative.
- Section 2. The alternate has the privilege of attending the meetings of the SGA along with his/her curriculum section's representative. When both are attending, only the representative shall vote.
- Section 3. Representatives and alternates shall be enrolled in at least six (6) quarter hours each quarter and have paid the activity fee.
- Section 4. In the event both the representative and the alternate are absent for three (3) consecutive meetings, their respective section and their Department Chairman shall be notified. In the event that a curriculum is not represented, that curriculum will be reported to the Vice President of Student Services and to the respective curriculum Department Dean.

ARTICLE IV. EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the following officers:
 - A. President
 - B. Vice President at Large
 - C. Technical Vice President
 - D. Vocation Vice President
 - E. Allied Health Vice President
 - F. Practical Nursing Education (PNE) Vice President
 - G. Secretary
 - H. Advisors
- Section 2. The terms of all officers, except the Vocational Vice President and the Practical Nursing Education Vice President, shall be from the first meeting of the Summer Quarter to the last meeting of the Spring Quarter. The Vocational Vice President and the Practical Nursing Education Vice President shall serve from the Fall Quarter through the Summer Quarter.
- Section 3. The Executive Board shall have the power to act in the interest of the organization between meetings of the SGA. Such action shall be recorded and reported at the next regularly scheduled meeting.

- Section 4. All members of the Executive Board shall attend SGA meetings and assist in functions. Any member failing to fulfill this obligation without a reasonable explanation prior to the meeting or function is subject to review by the Executive Board and may be dismissed.

ARTICLE V. MEETINGS

- Section 1. Scheduled day and evening meetings will be held each second and fourth Thursday, except when a meeting falls on holidays, exam dates, registration, or quarter breaks. Evening meetings shall continue as long as students attend those meetings.
- Section 2. The President may call a special meeting should the need arise.
- Section 3. A minimum of six (6) curriculums must be present in order to conduct business transactions.
- Section 4. A majority of one passes a vote.
- Section 5. Each curriculum section is entitled to one vote (either by representative or alternate) on all matters decided by the SGA.
- Section 6. The President shall vote only to break a tie.
- Section 7. There shall be no voting by proxy except when the matter has been discussed at the previous meeting.
- Section 8. No motions passed by the SGA shall be overruled by the Executive Board.
- Section 9. Motions passed by the SGA shall be subject to review and remand by the Vice President of Student Services or his designate.

ARTICLE VI. DUTIES OF EXECUTIVE BOARD

- Section 1. The President shall:
- Call and preside at all SGA meetings.
 - Be a non-voting member of the Forstyth Technical Institute's Board of Trustees and shall attend all full board meetings. No delegate may be sent in his place.
 - Appoint special committees or positions as he deems necessary, except the vacancies on the Executive Board.
 - Enforce all decisions made by the SGA and execute all administrative and judicial responsibilities of the SGA. Have the power to enter into Legal contracts with the approval of the SGA Advisor.
 - Submit to the SGA such recommendations as he deems necessary either in writing or in person.
 - Have the power to act in the absence of the SGA or the Executive Board when in the interest of the student body. If necessary, the President is granted the power to expend no more than \$50.00 without prior approval of the SGA but must have the advisor's approval. Such acts must be reported at the next SGA meeting.
 - Represent the SGA in all relations with school officials and with other institutions.
 - The financial status report of the SGA funds to be reported at the first meeting of each month. Have the power to sign a purchase requisition. President may delegate responsibility for reporting financial status to the SGA.
 - Be responsible for informing any absent Executive Board member of what occurred during a meeting.
- Section 2. The Vice President at Large shall:
- Be an assistant to the President and assume all duties of the President in his absence.
 - Assume the duties of the President should the President resign his position.
 - The Vice President at Large shall act as a liaison between the President and other members of the Executive Board.
 - Assist the President with financial reports if necessary.
 - Have the power to sign a purchase requisition in the absence of the President.
- Section 3. The Technical Vice President shall:
- Maintain close contact with all curriculum sections under his/her supervision.
 - Carry out requests of the President and the Vice President at Large.
 - Encourage attendance at all meetings of all representatives under his/her supervision.
 - Inform representatives not present at meetings of decisions and discussions that occurred.
 - Maintain an inventory of the office and duplicating equipment.
 - Responsible for publicity, concerning SGA sponsored activities. Coordinating publicity for his/her respective area.

- Section 4. The Vocational Vice President shall:
- A. Maintain close contact with all curriculum sections under his/her supervision.
 - B. Carry out requests of the President and the Vice President at Large.
 - C. Encourage attendance at all meetings of all representatives under his/her supervision.
 - D. Inform representatives not present at meetings of decisions and discussions that occurred.
 - E. Maintain an inventory of all materials owned by the SGA.
 - F. Responsible for publicity of SGA sponsored activities for his/her respective area.
- Section 5. The Vice Presidents of Allied Health and Practical Nursing Education shall:
- A. Maintain close contact with all curriculum sections under their supervision.
 - B. Carry out requests of the President and Vice President at Large.
 - C. Encourage attendance at all meetings of all representatives under their supervision.
 - D. Inform representatives not present at meetings of decisions and discussions that occurred.
 - E. Responsible for publicity concerning SGA sponsored activities at his/her respective campus.
- Section 6. The Secretary shall:
- A. Record, reproduce and distribute copies of the minutes of each meeting. Copies shall be distributed to all instructors, President and Vice Presidents of Forsyth Technical Institute, Department Deans, Board of Trustee members, the Evening Director and the SGA advisors. Copies of the minutes will also be posted on the campus bulletin boards. Additional copies of the minutes will be provided at the next called or scheduled meeting of the SGA.
 - B. Record and type minutes of the Executive Board meetings.
 - C. Maintain up-to-date files of all minutes recorded and correspondence.
 - D. List all curriculums present at each meeting and report those not present to the Vice President of Student Services.
 - E. Plan the agenda for the next meeting with the help of the President and Vice Presidents.
 - F. Handle all incoming and outgoing correspondence.

ARTICLE VII. VACANCIES

- Section 1. Upon the resignation of the President, the Vice President at Large shall assume the office of the President.
- Section 2. Vacancies of the Executive Board shall be filed within a month of the vacancy. The Vice President of Student Services or his designate and the full Executive Board will meet to select a nominee to be presented at the next SGA meeting for the approval of the SGA.
- Section 3. Representative vacancies will be recommended by the senior instructor to be approved by the curriculum section.

ARTICLE VIII. GRIEVANCE PROCEDURES

- Section 1. Anyone who wishes to file a formal complaint about any SGA procedure, officer, or representative should send a written complaint to the SGA President or highest unin-
volved officer, the Vice President of Student Services and the advisor.
- Section 2. The grievance will then be reviewed by the Executive Board and may be brought before the SGA unless the grievance is of a personal nature.
- Section 3. Action on any grievance is subject to review and remand by the Vice President of the Student Services.

ARTICLE IX. IMPEACHMENT

- Section 1. An Executive Board member is eligible for impeachment by committing any one or combination of the following:
- A. Does not have reasonable excuses for prolonged absences from SGA meetings and functions.
 - B. Constantly does not perform the responsibilities assigned in the constitution.
 - C. Exhibits unseemly conduct for an Executive Board member.
 - D. Does not maintain the grade point average required to hold office.
- Section 2. A formal complaint must be written stating the reasons for impeachment. A copy must be sent to the advisor, Vice President of Student Services and to the highest uninvolved Executive Board member.

- Section 3. The advisor, the Vice President of Student Services and the uninvolved members of the Executive Board will constitute the review committee.
- Section 4. The Review Committee will review the formal complaint with the Executive Board member within (10) days. If the complaint is found to be valid, the Review Committee may place the Executive Board member on probation or call for impeachment by the SGA.
- Section 5. The Review Committee must call a special meeting for the SGA for the impeachment proceedings.
- Section 6. The impeachment proceedings will be held as follows:
- A. Reasons for dismissal will be read.
 - B. The highest uninvolved officer will substantiate the reasons for dismissal.
 - C. The Executive Board member will explain the reasons for his/her actions and may present any witnesses he/she deems necessary.
 - D. A vote will be taken and the majority shall rule.
 - E. This action can not be tabled until another SGA meeting.
- Section 7. The Executive Board member may appeal the SGA's decision to the President of Forsyth Technical Institute. The President's decision shall be final.

ARTICLE X ELECTIONS AND PROCEDURES

- Section 1. Elections for SGA officers shall be held during the Spring Quarter of each school year. Newly elected officers will assume their duties at the first scheduled meeting of the Summer Quarter, with the exception of the Vocational Vice President and the Practical Nursing Education Vice President.
- Section 2. Upon approval by the SGA, the Executive Board shall appoint an Election Committee consisting of unbiased students to plan carry out election procedures.
- Section 3. Prospective candidates must obtain a filing form Student Services and be approved by the Vice President of Student Services to campaign for office. A minimum number of signatures as listed in Subsection A. below will be required. This form may be obtained during the first week of April. All forms must be turned into Student Services no later than 12:00 p.m. on Monday of the second week of April. Campaigning (posters, etc.) may begin the following day (Tuesday of the second week).
- A. Candidates running for the Offices of President, Vice President at Large, Technical Vice President, Vocational Vice President, and Secretary will be required to obtain a minimum of seventy-five (75) signatures on their filing form in order to be eligible to run for office. Those candidates running for the offices of Allied Health Vice President and Practical Nursing Education Vice President must obtain a minimum of fifty (50) signatures to be eligible to run for office.
 - B. Candidates running for the office of President must have at least one (1) year of prior participation in the SGA. Candidates who do not meet this requirement may be approved by the SGA advisor.
 - C. All candidates must maintain a cumulative grade point average of 2.0 or better.
- Section 4. Elections will be held during the third week of April at the discretion of the Election Committee. Voting stations or arrangements are to be present on each of the three campuses.
- Section 5. Ballots are to be duplicated in alphabetical order under each office listed. Allied Health and Technical Vice Presidents will be voted on by their respective students. The President, Vice President at Large, and the Secretary will be voted on by all students.
- Section 6. The Vocational and the Practical Nursing Education Vice Presidents shall be elected under the same scheduled procedure given for April in Article X, Section 3, except that the election will be held during September of the Fall Quarter.
- Section 7. All ballots shall be collected and counted under the supervision of the Vice President of Student Services and/or his designated assistants, with the assistance of the advisors.
- Section 8. One vote shall constitute a majority. In the event of a tie vote, a runoff shall be scheduled.

ARTICLE XI AMENDMENTS

- Section 1. Amendments to this constitution shall be proposed by a member of the SGA in a meeting. Such amendments shall become a valid part of this constitution when approved by a majority (one vote) of the members present at a duly announced meeting. Voting on such amendments may not occur during the same meeting in which amendment was proposed.

